

Posting and Managing Jobs on ...



Please go to...

<http://jobnet.wisconsin.gov/business>



User Login Page



Wisconsin's single-largest source for qualified job seekers

[Instructions](#) [Forgot Password](#) [Change Password](#) [Terms of Use](#) [Contact Us](#)

Welcome to JobNet Business

There is no fee charged to post job openings using JobNet Business!

New users: Create an account

- Create your secure account
- Unique IDs for managing your job listings
- If you have a valid DWD/Wisconsin Logon account, click the Logon button
- Complete instructions found above

[Create Account](#)

Current users: Login

- Protected, secure accounts
- Easily manage one or several job listings
- List recurring job openings again, or copy, review, update, or remove existing listings
- Preview your listings before posting

[Login](#)

Job listings made in JobNet Business appear on [JobNet](#), Wisconsin's single-largest source of current job openings.

[wisconsinjobcenter.org](#) [Disclaimer](#) [JobNet](#) [DWD Home](#)

Click on the yellow Login button.

Enter Network Password



The image shows a Windows-style dialog box titled "Enter Network Password". It has a blue title bar with a question mark icon and a close button. The main area is light gray. On the left, there is a yellow key icon with a blue and green globe. To the right of the icon, the text "Please type your user name and password." is displayed. Below this, there are two labels: "Site:" and "Realm:", each followed by the text "www.dwd.state.wi.us". Further down, there are two text input fields. The first is labeled "User Name" and the second is labeled "Password". At the bottom left, there is a checkbox with the text "Save this password in your password list". At the bottom right, there are two buttons: "OK" and "Cancel".

Enter Network Password

Please type your user name and password.

Site: www.dwd.state.wi.us

Realm: www.dwd.state.wi.us

User Name

Password

☐ Save this password in your password list

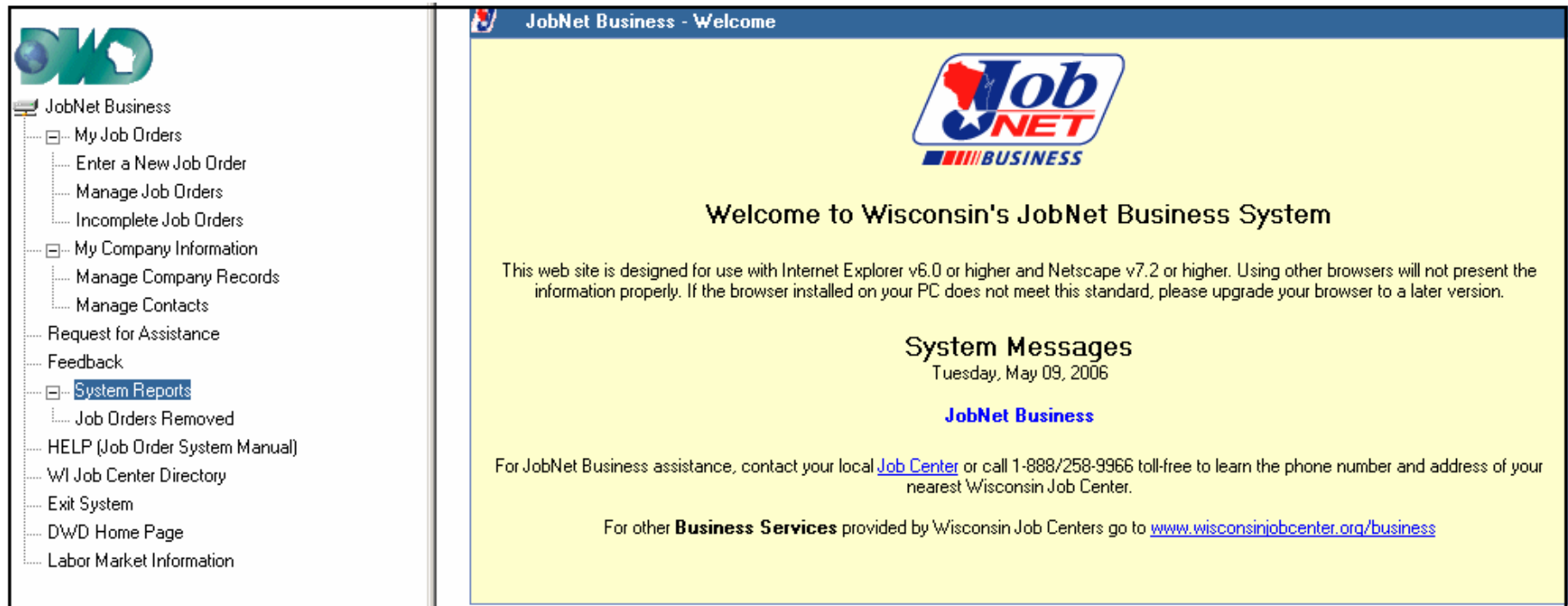
OK Cancel

Enter your Username in the User Name field.

Enter your Password in the Password field.

Click on the OK button.

Welcome Screen



JobNet Business - Welcome

JobNET BUSINESS

Welcome to Wisconsin's JobNet Business System

This web site is designed for use with Internet Explorer v6.0 or higher and Netscape v7.2 or higher. Using other browsers will not present the information properly. If the browser installed on your PC does not meet this standard, please upgrade your browser to a later version.

System Messages
Tuesday, May 09, 2006

JobNet Business

For JobNet Business assistance, contact your local [Job Center](#) or call 1-888/258-9966 toll-free to learn the phone number and address of your nearest Wisconsin Job Center.


For other **Business Services** provided by Wisconsin Job Centers go to www.wisconsinjobcenter.org/business

- JobNet Business
 - My Job Orders
 - Enter a New Job Order
 - Manage Job Orders
 - Incomplete Job Orders
 - My Company Information
 - Manage Company Records
 - Manage Contacts
 - Request for Assistance
 - Feedback
 - System Reports
 - Job Orders Removed
 - HELP (Job Order System Manual)
 - WI Job Center Directory
 - Exit System
 - DWD Home Page
 - Labor Market Information

This is the Welcome screen. Use the menu tree on the left side of the screen to navigate around the system. Click on the plus sign in front of the words “My Job Orders”, “My Company Information” and “System Reports” to expand the menu so you can see all of the options.

The larger, right side of the screen will display information.

Managing Job Orders



- JobNet Business
 - My Job Orders
 - Manage Job Orders**
 - Incomplete Job Orders
 - My Company Information
 - Manage Company Records
 - Manage Contacts
 - Request for Assistance
 - System Reports
 - Job Orders Removed
 - HELP (Job Order System Manual)
 - WI Job Center Directory
 - Exit System
 - DWD Home Page
 - Labor Market Information

JobNet Business - Site List

Profile Trade Name: **WINDFALL POTTERY**
UI Root: **999777**

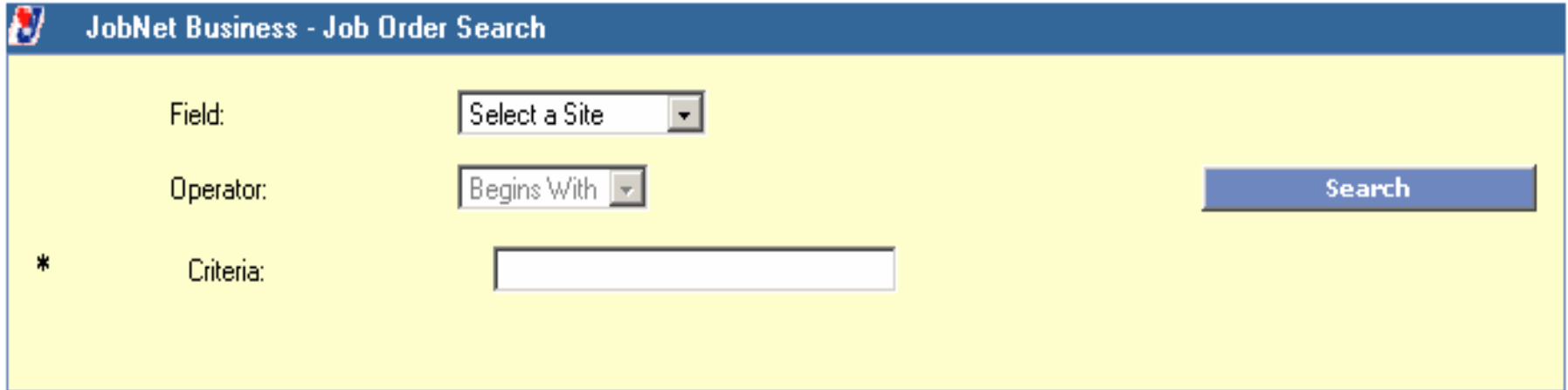
Search Results: 3 Row(s) Found

Site Trade Name	Address & Phone	Site #	Active
WINDFALL POTTERY	10345 WINTERGARDEN LN MADISON, WI 53704 (608) 244-6541		YES
WINDFALL POTTERY	212 MAPLE AVE MINERAL POINT, WI 53566 (608) 987-7896		YES
WINDFALL POTTERY	2379 GALENDA RD PLATTEVILLE, WI 53587 (608) 348-4563		YES

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Whatever is highlighted in grayish-blue on the menu tree tells you where you are (what function you are using) in the system.

Managing Job Orders




The screenshot shows a web application window titled "JobNet Business - Job Order Search". The interface has a yellow background. It contains three input fields: "Field:" with a dropdown menu showing "Select a Site", "Operator:" with a dropdown menu showing "Begins With", and "Criteria:" with an empty text box. A blue "Search" button is located to the right of the "Operator:" field. A small asterisk "*" is positioned to the left of the "Criteria:" label.

JobNet Business - Job Order Search	
Field:	Select a Site
Operator:	Begins With
* Criteria:	
<input type="button" value="Search"/>	

To view job orders for your company, click on Manage Job Orders on the menu tree. The Job Order Search screen will appear. Choose “Select a Site” from the Field dropdown menu, then click on the Search button.


Site List



- JobNet Business
 - My Job Orders
 - Manage Job Orders**
 - Incomplete Job Orders
 - My Company Information
 - Manage Company Records
 - Manage Contacts
 - Request for Assistance
 - System Reports
 - Job Orders Removed
 - HELP (Job Order System Manual)
 - WI Job Center Directory
 - Exit System
 - DWD Home Page
 - Labor Market Information

JobNet Business - Site List

Profile Trade Name: **WINDFALL POTTERY**
UI Root: **999777**

 Search Results: 3 Row(s) Found

Site Trade Name	Address & Phone	Site #	Active
WINDFALL POTTERY	10345 WINTERGARDEN LN MADISON, WI 53704 (608) 244-6541		YES
WINDFALL POTTERY	212 MAPLE AVE MINERAL POINT, WI 53566 (608) 987-7896		YES
WINDFALL POTTERY	2379 GALENDA RD PLATTEVILLE, WI 53587 (608) 348-4563		YES

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The list of sites for your company will be displayed. Click on the blue hyperlink for the site you want to view or add a job order.

Job Order Summary by Site


 **JobNet Business - Job Order Summary By Site**

Profile: TEST EMPLOYER PROFILE NAME

Site: OUR HOUSE - RICHLAND CENTER

[Add Job Order](#)

Incomplete

 Search Results: 1 Row(s) found

Job Order Number	Job Order Date	Job Order Title	Contact Name	Site Trade Name
0675393	06/01/2006	Receptionist	BURRZINSKI, BRIAN	OUR HOUSE - RICHLAND CENTER

[Page 1](#)

Awaiting Staff Approval

 Search Results: 0 Row(s) found

On Joblet

 Search Results: 1 Row(s) found

Job Order Number	Job Order Date	Remaining Days On Joblet	Job Order Title	Contact Name	Site Trade Name
0675386	06/01/2006	30	Janitor	BURRZINSKI, BRIAN	OUR HOUSE - RICHLAND CENTER

[Page 1](#)

Off Joblet May Reopen

 Search Results: 2 Row(s) found

Job Order Number	Actual Job Order Removal Date	Job Order Title	Contact Name	Site Trade Name
0675388	06/01/2006	Cook	CLARY, PENNY	OUR HOUSE - RICHLAND CENTER
0675456	06/01/2006	Social Worker	BURRZINSKI, BRIAN	OUR HOUSE - RICHLAND CENTER

[Page 1](#)

Off Joblet No Reopen

 Search Results: 2 Row(s) found

Job Order Number	Actual Job Order Removal Date	Job Order Title	Contact Name	Site Trade Name
0662499	05/05/2006	Cook	CLARY, PENNY	OUR HOUSE - RICHLAND CENTER
0542935	12/01/2004	Tree Cutter	BURRZINSKI, BRIAN	TEST EMPLOYER

[Page 1](#)

A list of all job orders, by status, for this company site are listed. To view a job order, click on the job order number (blue hyperlink). To add a new job order, click on the Add Job Order button.

Job Order Form

JobNet Business - Job Order																																																																																				
<div>Save - Incomplete Save - Complete Abandon Changes</div> <div>Preview Email Preview</div>																																																																																				
Company Info	Description	Requirements	Pay and Benefits	Details																																																																																
Company Information If the Company Information shown below is not for the correct site, CLICK on the Find a Different Site button to select a new site. <div>Find a Different Site</div> <table><tr><td>Company Legal Name:</td><td colspan="4">WINDFALL POTTERY</td></tr><tr><td>UI Account Root:</td><td colspan="4">999777</td></tr><tr><td>FEIN:</td><td colspan="4">39-8912345</td></tr><tr><td>Site Trade Name:</td><td colspan="4">WINDFALL POTTERY</td></tr><tr><td></td><td colspan="4">10345 WINTERGARDEN LN</td></tr><tr><td>Site Address:</td><td colspan="4">MADISON, WI 53704</td></tr><tr><td>County:</td><td colspan="4">Dane</td></tr><tr><td>Company Telephone:</td><td colspan="4">(608) 244-6541</td></tr><tr><td>Company Web Site:</td><td colspan="4">www.windfallpottery.com</td></tr><tr><td>Site Company Description:</td><td colspan="4">Windfall Pottery manufactures beautiful handmade pottery and ironware.</td></tr></table> Contact Information: <table><tr><td>Employer Contact:</td><td colspan="4">MELINDA BROCK</td></tr><tr><td>Contact Telephone:</td><td>(608) 244-6541</td><td>Extension:</td><td colspan="2"></td></tr><tr><td>Contact Fax:</td><td></td><td>Extension:</td><td colspan="2"></td></tr><tr><td>Contact Cell Phone:</td><td colspan="4"></td></tr><tr><td>Preferred Method Of Contact:</td><td colspan="4">Email</td></tr><tr><td>Contact Email Address:</td><td colspan="4">Melinda@windfallpottery.com</td></tr></table>					Company Legal Name:	WINDFALL POTTERY				UI Account Root:	999777				FEIN:	39-8912345				Site Trade Name:	WINDFALL POTTERY					10345 WINTERGARDEN LN				Site Address:	MADISON, WI 53704				County:	Dane				Company Telephone:	(608) 244-6541				Company Web Site:	www.windfallpottery.com				Site Company Description:	Windfall Pottery manufactures beautiful handmade pottery and ironware.				Employer Contact:	MELINDA BROCK				Contact Telephone:	(608) 244-6541	Extension:			Contact Fax:		Extension:			Contact Cell Phone:					Preferred Method Of Contact:	Email				Contact Email Address:	Melinda@windfallpottery.com			
Company Legal Name:	WINDFALL POTTERY																																																																																			
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Site Company Description:	Windfall Pottery manufactures beautiful handmade pottery and ironware.																																																																																			
Employer Contact:	MELINDA BROCK																																																																																			
Contact Telephone:	(608) 244-6541	Extension:																																																																																		
Contact Fax:		Extension:																																																																																		
Contact Cell Phone:																																																																																				
Preferred Method Of Contact:	Email																																																																																			
Contact Email Address:	Melinda@windfallpottery.com																																																																																			
<div>Save - Incomplete Save - Complete Abandon Changes</div> <div>Preview Email Preview</div>																																																																																				

Basic demographic information for your business will be automatically displayed. There are five tabs across the top of the job order. This is the Company Info tab.

Note the Save-Incomplete, Save-Complete, Abandon Changes, Preview and Email Preview buttons along the top of the job order.

The Save-Incomplete button should be used every few minutes to save information as you key it in. This is important because if you are logged on and the system is idle for more than 45 minutes, you will 'time-out'. When you 'time-out', you must log in again. Any information entered since you last clicked on the Save-Incomplete button will be lost.


Use the Save-Complete button only when you are ready to submit the order to the Job Center for final processing.

Use the Abandon Changes button only when prompted, and only if you do not wish to save the information you added or updated on that tab.

The Preview button allows you to see how the order will appear to the job seeker on JobNet.

The Email Preview button allows you to email the job order to your Job Center contact person, or others.

Job Order Form

 JobNet Business - Job Order

Job Order Number: 0608123

Job Order Status: **EMPLOYER INCOMPLETE**

Save - Incomplete

Save - Complete

Abandon Changes

Delete

Preview

Email Preview

Company Info	Description	Requirements	Pay and Benefits	Details
<div>* Job Title: <input type="text" value="Janitor"/></div> <div>* Number of Openings: <input type="text" value="3"/></div> <div>* Duties and Responsibilities of Job: Describe the <u>essential</u> duties and responsibilities of this job, such as:<ul style="list-style-type: none">• Machines, tools, equipment and materials involved• Services Performed• Working conditions and physical demands• Describe the job, not the person</div> <div>Do <u>not</u> include information related to the job order worker requirements. Separate fields are provided for education and training requirements, drivers license and vehicle requirements, experience and qualifications and application instructions.</div> <div><div>Clean and polish furniture and fixtures. Clean and restore building interiors damaged by fire, smoke, or water, using commercial cleaning equipment. Clean building floors by sweeping, mopping, scrubbing, or vacuuming them. Clean chimneys, flues, and connecting pipes, using power and hand tools. Clean laboratory equipment, such as glassware and metal instruments, using solvents, brushes, rags, and power cleaning</div><div>▲ ▼</div></div> <div>Text Limit: 1500 Text Entered: 1360</div> <div>D*NET Connector</div> <div>Tip - To save time entering text into the above field you can cut and paste text from documents you already have created such as Word documents, etc.</div>				

Save - Incomplete

Save - Complete

Abandon Changes


Delete

Preview

Email Preview

When you click on the Save-Incomplete button, bold red text will appear at the top of the order showing the status.

Incomplete Job Orders List


JobNet Business

- My Job Orders
 - Manage Job Orders
 - Incomplete Job Orders**
- My Company Information
 - Request for Assistance
- System Reports
- HELP (Job Order System Manual)
- WI Job Center Directory
- Exit System
- DWD Home Page
- Labor Market Information


JobNet Business - Incomplete Job Orders
Search Results: 1 Row(s) found

<u>Job Title</u>	<u>Job Order Date</u>	<u>Contact Name</u>	<u>Site & Address</u>	<u>Job Order Number</u>
Janitor	11/04/2005	MELINDA,BROCK	WINDFALL POTTERY 10345 WINTERGARDEN LN MADISON, WI 53704	0608124

[Page 1](#)

Incomplete job orders will be stored on the Incomplete Job Orders list. To access the job order again to finish it, click on the Job Title (blue hyperlink).

Completed Job Order

 JobNet Business - Job Order

Job Order Number: 0608124

Job Order Status: EMPLOYER COMPLETE

You will not be able to change this order until it has been completed by local Job Center staff and placed on JobNet. However, you can add/change employer comments while this order is in Employer Complete Status. If other changes are necessary before then, please contact your local Job Center.

Save - Complete

Abandon Changes

Copy

Preview

Email Preview

Company Info	Description	Requirements	Pay and Benefits	Details
--------------	-------------	--------------	------------------	---------

Company Information

If the Company Information shown below is not for the correct site, CLICK on the Find a Different Site button to select a new site.

Find a Different Site

Company Legal Name:


WINDFALL POTTERY

UI Account Root:

999777

When you finish your job order and use the Save-Complete button, the red text shown above will appear at the top of the job order.

Job Order Summary


 JobNet Business - Job Order Summary By Site

WINDFALL POTTERY


Add Job Order

Site: WINDFALL POTTERY

Incomplete

 Search Results: 0 Row(s) found


Awaiting Staff Approval

 Search Results: 1 Row(s) found

Job Order Number	Job Order Date	Job Order Title	Contact Name	Site Trade Name	City
0608124	11/04/2005	Janitor	BROCK, MELINDA	WINDFALL POTTERY	MADISON

Page 1


On JobNet

 Search Results: 4 Row(s) found

Job Order Number	Job Order Date	Remaining Days On JobNet	Job Order Title	Contact Name	Site Trade Name	City
0608112	10/27/2005	22	Pottery Instructor	BROCK, MELINDA	WINDFALL POTTERY	MADISON
0608114	10/17/2005	12	Potter	ROGAN, BETSY	WINDFALL POTTERY	MADISON
0608116	10/18/2005	13	Gift Shop Clerk	ROGAN, BETSY	WINDFALL POTTERY	MADISON
0608121	10/27/2005	22	Pottery Trainee	BROCK, MELINDA	WINDFALL POTTERY	MADISON

Page 1


Off JobNet May Reopen

 Search Results: 2 Row(s) found

Job Order Number	Job Order Removed Date	Job Order Title	Contact Name	Site Trade Name	City
0608110	11/25/2005	Potter	BROCK, MELINDA	WINDFALL POTTERY	MADISON
0608111	11/16/2005	Potter	BROCK, MELINDA	WINDFALL POTTERY	MADISON


Page 1

Off JobNet No Reopen

 Search Results: 0 Row(s) found

The completed order appears on the Job Order Summary under “Awaiting Staff Approval”. If you want to look at the order, click on the job order number (blue hyperlink).

Important Information

 JobNet Business - Job Order

Job Order Number: 0608112
Job Order Serviced By: Dane County Job Center
User2, Test2
(608) 261-6394

Job Order Status: ON JOBNET
This Job Order will be removed from JobNet in 21 days.

Staff Referral Count: 0 Self Referral Count: 0 Number of JobNet Hits: 0 [More Information](#)

[Save Changes](#) [Remove Job Order](#) [Abandon Changes](#) [Copy](#)


[Preview](#) [Email Preview](#)

Company Info	Description	Requirements	Pay and Benefits	Details
Company Information If the Company Information shown below is not for the correct site, CLICK on the Find a Different Site button to select a new site. Find a Different Site				
Company Legal Name:		WINDFALL POTTERY		
UI Account Root:		999777		

If you have questions about your job order, the contact information for the person handling your job order at the Job Center is shown at the top of the job order after it has been processed by Job Center staff.

The number of times a job order has been viewed by job seekers is tracked and displayed on the top of the job order. For definitions of the various counts, click on the More Information button.

Copy a Job Order

 **JobNet Business - Job Order**

Job Order Number: 0608112
Job Order Serviced By: Dane County Job Center
User2, Test2
(608) 261-6394

Job Order Status: ON JOBNET
This Job Order will be removed from JobNet in 21 days.

Staff Referral Count: 0 Self Referral Count: 0 Number of JobNet Hits: 0 [More Information](#)


[Save Changes](#) [Remove Job Order](#) [Abandon Changes](#) [Copy](#)

[Preview](#) [Email Preview](#)

Company Info	Description	Requirements	Pay and Benefits	Details
Company Information If the Company Information shown below is not for the correct site, CLICK on the Find a Different Site button to select a new site. Find a Different Site				
Company Legal Name:		WINDFALL POTTERY		
UI Account Root:		999777		

To copy a job order, use the Copy button on any order – open, closed, etc. Copying a job order saves you keying time. Just click on the Copy button on the job order, and you will get an exact duplicate of the previous order, which you can edit to fit the job order you need to place.

Remove a Job Order

 **JobNet Business - Job Order**

Job Order Number: 0608112
Job Order Serviced By: Dane County Job Center
User2, Test2
(608) 261-6394

Job Order Status: ON JOBNET
This Job Order will be removed from JobNet in 21 days.

Staff Referral Count: 0 Self Referral Count: 0 Number of JobNet Hits: 0 [More Information](#)


[Save Changes](#) [Remove Job Order](#) [Abandon Changes](#) [Copy](#)

[Preview](#) [Email Preview](#)

Company Info	Description	Requirements	Pay and Benefits	Details
Company Information If the Company Information shown below is not for the correct site, CLICK on the Find a Different Site button to select a new site. Find a Different Site				
Company Legal Name:		WINDFALL POTTERY		
UI Account Root:		999777		

The system will automatically remove job orders from JobNet based on the date you specify. If you wish to remove an order earlier than that date, click on the Remove Job Order button. The order is immediately removed from JobNet.

Preview

 **JobNet Business - Job Order**

Job Order Number: 0608112
Job Order Serviced By: Dane County Job Center
User2, Test2
(608) 261-6394

Job Order Status: ON JOBNET
This Job Order will be removed from JobNet in 21 days.

Staff Referral Count: 0 Self Referral Count: 0 Number of JobNet Hits: 0 [More Information](#)

[Save Changes](#) [Remove Job Order](#) [Abandon Changes](#) [Copy](#)

[Preview](#) [Email Preview](#)

Company Info	Description	Requirements	Pay and Benefits	Details
--------------	-------------	--------------	------------------	---------

Company Information
If the Company Information shown below is not for the correct site, CLICK on the Find a Different Site button to select a new site. [Find a Different Site](#)

Company Legal Name: WINDFALL POTTERY
UI Account Root: 999777

To see how your job order will appear to job seekers on JobNet, click on the Preview button.

Preview

This is how your job order will appear to job seekers on JobNet.

Back To Job Order



Pottery Instructor
(Job Number 0608112)

Employer: WINDFALL POTTERY
10345 WINTERGARDEN LN
MADISON, WI 53704
www.windfallpottery.com

Work Site of Job: Dane County - Metropolitan Madison

Public Transportation: No

Pay: \$12.00 Per Hour to \$15.00 Per Hour

Duration/Usual Hours Per Week: Full-Time, 10 to 18 Hours Per Week

Shift/Work Days: Afternoons Shift
Wednesday, Thursday, Friday.

Number of Openings: 1

Minimum Requirements of Employer:

Education:	Bachelor of Arts Degree Desired
Professional Licenses/Certifications:	No Licenses or Certifications Requested
Vehicle:	No Vehicle Requested
Drivers License:	
Type:	Class A - Commercial Motor Vehicle None Class B - Commercial Motor Vehicle None Class C - Commercial Motor Vehicle None Class D - Regular(Auto, Light Truck, Moped) None Class M - Motorcycle None
Endorsements:	No Endorsement Requested
Age:	No Age Requested
Experience:	No Experience Requested
Qualifications:	No Qualifications Requested

Duties and Responsibilities of the Job:

Teach middle school students to mold clay into ware as clay revolves on potter's wheel. Adjusts speed of wheel according to feel of changing firmness of clay. Moves piece from wheel to dry. Positions ball of clay in center of potters wheel. Pulls wire through base of article and wheel to separate finished piece. Raises and shapes clay into ware, such as vases, saggers, and pitchers, on revolving wheel, using hands, fingers, and thumbs. Smoothes surfaces of finished piece, using rubber scrapers and wet sponge. Starts motor, or pumps treadle with foot to revolve wheel. Verifies size and form, using calipers and templates.

Benefits:

Insurance:	Health Insurance
Leave and Holidays:	Sick Leave, Vacation, Paid Holidays
Retirement & Financial:	401K Plan
Education and Training:	Paid Training


Company Profile:

Windfall Pottery manufactures beautiful handmade pottery and ironware.

How To Apply:

Apply In Person

Manage Company Records



- JobNet Business
 - My Job Orders
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 - Labor Market Information

JobNet Business - Site List

Profile Trade Name: **WINDFALL POTTERY**
UI Root: **999777**

Search Results: 3 Row(s) Found

Site Trade Name	Address & Phone	Site #	Active
WINDFALL POTTERY	10345 WINTERGARDEN LN MADISON, WI 53704 (608) 244-6541		YES
WINDFALL POTTERY	212 MAPLE AVE MINERAL POINT, WI 53566 (608) 987-7896		YES
WINDFALL POTTERY	2379 GALENDA RD PLATTEVILLE, WI 53587 (608) 348-4563		YES

Page 1

NOTE: If a site has moved, please click on the Trade Name associated with the site as shown above. Do not add a new site.

Add Site

The Manage Company Records feature allows you to update your business's information. Click on the hyperlink (blue text) to make the changes. To add a new site, click on the Add Site button.

Manage Company Records

JobNet Business - Company Information

Company Information

Trade Name: WINDFALL POTTERY
Legal Name: WINDFALL POTTERY
Ownership: Private

Site Information

* Trade Name: WINDFALL POTTERY
Note: If the trade name is different for this site, please change.

* Address: 10345 WINTERGARDEN LN
[Empty field]

* City: MADISON

* State: WI

* Zip Code: 53704 - [Empty field]

Web Site Address: www.windfallpottery.com

* Telephone: (608) 244 - 6541

* County: Dane

Site Company Description:
Windfall Pottery manufactures beautiful handmade pottery and ironware.

Text Limit: 2000 | Text Entered: 70

of Employees: 3 As of: 10 / 07 / 2005

Product Service Description:
Handmade pottery and ironware.

Text Limit: 100 | Text Entered: 30

NAICS Code:
327112 - Vitreous China and Earthenware Articles
[Select NAICS ...](#)

Community Development Zone? ☐ Yes ☒ No

Enterprise Development Zone? ☐ Yes ☒ No

Application Instructions

How should applicants apply for this job? Check all that are applicable.

☐ Apply In Person ☐ Fax a Resume
☐ Mail a Resume ☐ 5011 Work Application
☐ E-Mail a Resume ☐ Call For Appointment
☐ Apply Online ☐ Other

Additional Application Instructions: Enter additional instructions regarding the application process.
Include a Contact Name, a Telephone or Fax Number, an E-Mail Address and/or a Mailing Address as appropriate.

[Empty text area]

Text Limit: 1500 | Text Entered: 0

[Save](#) [Cancel](#)

Any of the information in the white text fields can be updated. When you have finished making changes, click on the Save button in the lower right corner.

Manage Contacts

JobNet Business - Contact List By Profile

Profile Name: WINDFALL POTTERY

Search Results: 4 Row(s) Found


Contact Name(s)	JobNet Business Access[Y/N]
BROCK, MELINDA	Y
BUECHEL, GLORIA	Y
HILBERT, GEORGE	Y
ROGAN, BETSY	Y

Page 1

[View Contacts By Site](#) [Add Contact](#)

Use the Manage Contacts feature to update or add information. To view the information for a contact, click on the person's name. To view the contact persons for a particular site, click on the View Contacts by Site button. To add a contact, click on the Add Contact button.

Contact Information

 JobNet Business - Contact

Save

Please select the sites that this contact works with:

☐ Available Site List 2 Row(s) found

Site Trade Name	Address & Phone	UI Root	Site #	Active	
WINDFALL POTTERY	212 MAPLE AVE MINERAL POINT, WI 53566 (608) 987-7896	0000999777		Yes	<input type="checkbox"/>
WINDFALL POTTERY	2379 GALENDA RD PLATTEVILLE, WI 53587 (608) 348-4563	0000999777		Yes	<input type="checkbox"/>

Page 1

Check AllUncheck AllMove Site to Selected List

☐ Selected Site List 1 Row(s) found

Site Trade Name	Address & Phone	UI Root	Site #	Active	
WINDFALL POTTERY	10345 WINTERGARDEN LN MADISON, WI 53704 (608) 244-6541	0000999777		Yes	<input type="checkbox"/>

Page 1

Check AllUncheck AllRemove Site From Selected List

Salutation:

* First:

Middle Initial:

* Last:

* Role, Title or Business Area:

* Street Address:

* City:

* State:

* Zip Code: -

* Telephone: - Extension:

Cell Phone: -

Fax: - Extension:

* E-Mail:

May we contact you at this address for general job center announcements?
☒ Yes ☐ No

Preferred Method of Contact:
☐ Telephone
☒ Email
☐ Fax
☐ In Person

Clear Selection


Contact Hiring Responsibility:

Text Limit: 200 | Text Entered: 0

Save

Any of the information in the white text fields can be updated. When you have finished making changes, click on the Save button at the top or bottom of the screen.

Request for Assistance



- JobNet Business
 - My Job Orders
 - Manage Job Orders
 - Incomplete Job Orders
 - My Company Information
 - Manage Company Records
 - Manage Contacts
 - Request for Assistance**
 - System Reports
 - HELP (Job Order System Manual)
 - WI Job Center Directory
 - Exit System
 - DWD Home Page
 - Labor Market Information
 - Labor Market Information

JobNet Business - Initiate Request for Assistance

Contact Information:

* Role, Title or Business Area:

Salutation:

* First:

Middle Initial:

* Last:

Account ID:

* Telephone: - Extension:

Cell Phone: -

Fax: - Extension:

E-Mail:

*** Request Type:**

☐ Delete Contact Person ☐ Labor Market Information

☐ Forgot ID/Password ☐ Name Change

☐ General ☐ Please Call

☐ Human Resources Info ☐ Tax Credit Information

☐ Job Order Assistance

Comments: If applicable to this request, please enter any comments below. We would appreciate as much information as possible.

Text Limit: 2000 | Text Entered: 0

The Request for Assistance feature allows you to send a message to the Job Center. Check the items you need assistance with, and type your questions or comments in the Comments field. Click on the Submit button to send the request to the Job Center.

Feedback



The screenshot shows a web application interface for 'JobNet Business'. On the left is a navigation menu with a tree structure. The 'Feedback' link is highlighted in blue. The main content area is titled 'JobNet Business - Feedback Email Form' and contains a form for sending feedback. The form has a yellow background and includes fields for 'From:' (with sub-labels for name and phone number), 'Your Email Address:', and a large 'Message:' text area. A 'Send' button is at the bottom. A status bar at the bottom of the form indicates 'Text Limit: 5000 | Text Entered: 0'.

JobNet Business - Feedback Email Form

Please provide the following information, then click Send:

From:

Your Name and Phone Number:
BRIAN BURRZINSKI, (608) 261-5839

Your Email Address:
brian@acmeproducts.net

Message:


Text Limit: 5000 | Text Entered: 0

Navigation Menu:

- JobNet Business
 - My Job Orders
 - Enter a New Job Order
 - Manage Job Orders
 - Incomplete Job Orders
 - My Company Information
 - Manage Company Records
 - Manage Contacts
 - Request for Assistance
 - Feedback**
 - System Reports
 - Job Orders Removed
 - HELP (Job Order System Manual)
 - WI Job Center Directory
 - Exit System
 - DWD Home Page
 - Labor Market Information

The Feedback feature allows you to send a message to the JobNet Business Help Desk. Your name, telephone number and email address will be pre-filled on the form. Type your question or comment in the Message text field. Click on the Send button.

System Report – Job Orders Removed



JobNet Business

- My Job Orders
 - Manage Job Orders
 - Incomplete Job Orders
- My Company Information
 - Manage Company Records
 - Manage Contacts
- Request for Assistance
- System Reports
 - Job Orders Removed**
- HELP (Job Order System Manual)
- WI Job Center Directory
- Exit System
- DWD Home Page
- Labor Market Information

JobNet Business - Job Orders Removed

* On or After: Days (Enter a value up to 90 days)

Search Results: 2 Row(s) found

<u>JQ Number</u>	<u>Removal Date</u>	<u>Job Order Title</u>	<u>Job Order Site Trade Name</u>	<u>Contact</u>	<u>Removed By</u>
0608116	11/04/2005	Gift Shop Clerk	WINDFALL POTTERY	ROGAN, BETSY	Employer
0608112	11/04/2005	Pottery Instructor	WINDFALL POTTERY	BROCK, MELINDA	Employer

Page 1

To view job orders removed from JobNet in the last 1-90 days, enter a number from 1 to 90 in the On or After text field, then click on the Search button. A list of orders matching the criteria will be displayed. To view a job order on the list, click on the job order number (blue hyperlink).

Email Alert – Job Orders Closing in 5 Days

DR NANCY A HIPSKIND:

Thank you for using Wisconsin's JobNet.

Your job order(s), listed below, are scheduled to be removed from Wisconsin's JobNet on the evening of 06/25/2006. If you wish to keep the job order(s) open beyond that date, please contact the Wisconsin Job Center Staff person shown below.

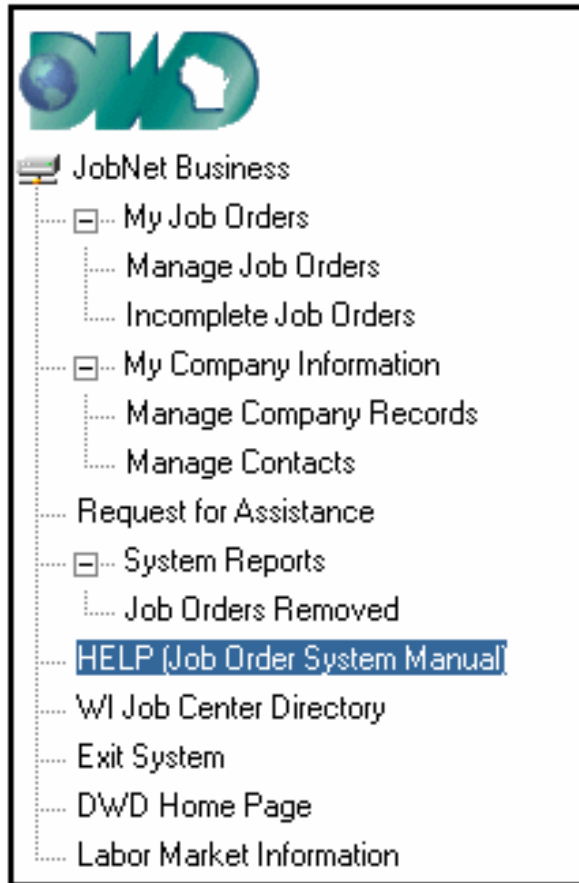
<u>Job Order Number</u>	<u>Job Title</u>	<u>Wisconsin Job Center Contact</u>
000221792	Bus Driver - Substitute	Patricia E Jesse, jessepa@dwd.state.wi.us , (608) 266-5399
000221793	Bus Driver	Patricia E Jesse, jessepa@dwd.state.wi.us , (608) 266-5399

If you have not filled the position, this is a good time to review the content of your job order. You can get online help writing more effective job advertisements at <http://www.wisconsinjobcenter.org/recruiting/writelisting.htm>. Or, contact the Wisconsin Job Center Contact at the telephone number or email address listed above.

If you have filled the position, we would like to hear from you. Please call or email the Wisconsin Job Center Contact listed above to report your successful results. We would like to remind you to report your newly hired employee to the State Directory of New Hires within 20 days after the employee starts work <http://www.newhire-usa.com/wi/>.

Thank you.

HELP (Job Order System Manual)



The HELP link takes you to an online user manual.

A separate window will open.

Statewide Job Center Directory



- JobNet Business
 - My Job Orders
 - Manage Job Orders
 - Incomplete Job Orders
 - My Company Information
 - Manage Company Records
 - Manage Contacts
 - Request for Assistance
 - System Reports
 - Job Orders Removed
 - HELP (Job Order System Manual)
 - [WI Job Center Directory](#)
 - Exit System
 - DWD Home Page
 - Labor Market Information

There is also a link to the statewide [Wisconsin Job Center Directory](#), to assist you in locating local Job Center contact information.

In Milwaukee please call the Milwaukee Employer Order Services Unit at 414-546-3300.

Exit System



JobNet Business



My Job Orders



Manage Job Orders



Incomplete Job Orders



My Company Information

Request for Assistance



System Reports

HELP (Job Order System Manual)

WI Job Center Directory

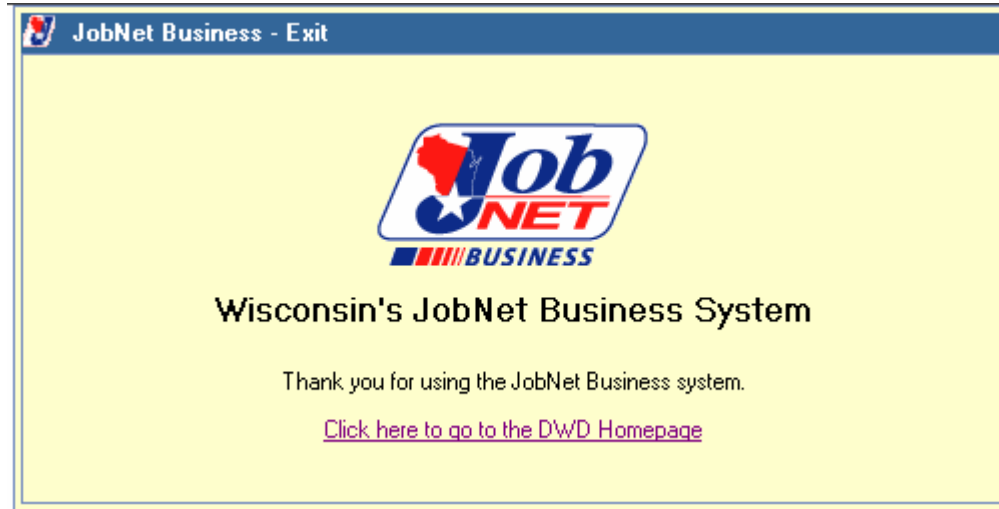
Exit System

DWD Home Page

Labor Market Information

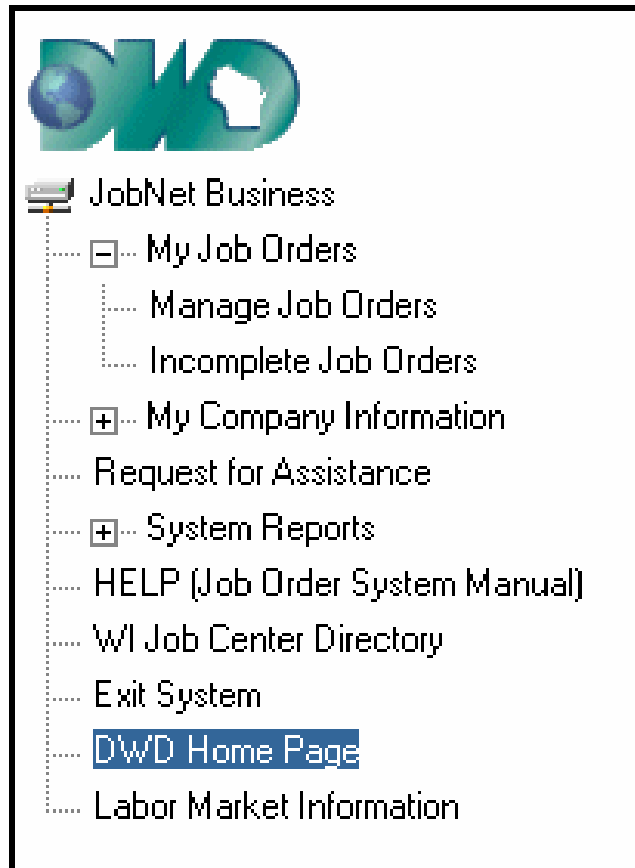
This link exits the system.

Exit System



At this point you can use the link to go to the Department of Workforce Development's web page, or you can close your browser or navigate to another site.

DWD Home Page



This link opens a new window and takes you to the Department of Workforce Development's home page.

Labor Market Information





JobNet Business

- ☐ My Job Orders
 - Manage Job Orders
 - Incomplete Job Orders
- ☒ My Company Information
- Request for Assistance
- ☒ System Reports
- HELP (Job Order System Manual)
- WI Job Center Directory
- Exit System
- DWD Home Page
- [Labor Market Information](#)

This link opens a new window and takes you to the WORKnet site.

For Assistance

 JobNet Business - Welcome



Welcome to Wisconsin's JobNet Business System

This web site is designed for use with Internet Explorer v6.0 or higher and Netscape v7.2 or higher. Using other browsers will not present the information properly. If the browser installed on your PC does not meet this standard, please upgrade your browser to a later version.

System Messages

Friday, November 04, 2005

JobNet Business

For JobNet Business assistance, contact your local [Job Center](#) or call 1-888/258-9966 toll-free to learn the phone number and address of your nearest Wisconsin Job Center.

For other **Business Services** provided by Wisconsin Job Centers go to www.wisconsinjobcenter.org/business

A link to the Job Center Directory is listed on the Welcome screen, along with the toll-free telephone number.

For other Business Services, click on the Wisconsin Job Centers link.

Tips for Preparing a Quality Job Order

- **Be descriptive**

Explain what your business does, what the job duties are, what the hours of work are, any educational or certification requirements, etc.

- **Proper formatting**

Use complete sentences and format the information in a logical, easy-to-read manner. Use sentence case (upper and lower case letters) to enter information. It is much easier to read than

ALL CAPITAL LETTERS.



Tips for Preparing a Quality Job Order

- **Include information on pay and benefits**

Most job seekers look for this information first on a job order. Including this information on your job orders sets you apart from businesses that don't include this information, and will attract more interest in your openings. At a minimum, include the starting salary. List specific benefits, rather than statements such as "Benefits available" or "Will be discussed at interview".



Tips for Preparing a Quality Job Order

- **Fully explain how to apply**

Be sure to include addresses, telephone numbers, fax numbers, email addresses, the contact person's name, hours of contact, and the deadline for applying.

- **Use the Company Description**

...to provide job seekers with information about your company or business, such as the service you provide or the products you manufacture. Think of it as a way to advertise your business to the job seeker. Why should they consider coming to work for you?




For assistance in creating a job
description, visit

<http://www.onetcodeconnector.org>



O*Net Connector



Keyword Search

Enter a word, phrase, or title to search for an O*NET-SOC occupation:

SEARCH

To narrow or broaden the scope of your search, you may wish to experiment with the word, phrase, or title you submit. Our list of alternate occupational or job titles is updated periodically to better reflect the world of work. Search results may vary over time as a result.

[New to O*NET Code Connector?](#)



Occupational Menu

- [Architecture and Engineering](#)
- [Arts, Design, Entertainment, Sports, and Media](#)
- [Building and Grounds Cleaning and Maintenance](#)
- [Business and Financial Operations](#)
- [Community and Social Services](#)
- [Computer and Mathematical](#)
- [Construction and Extraction](#)
- [Education, Training, and Library](#)
- [Farming, Fishing, and Forestry](#)
- [Food Preparation and Serving Related](#)
- [Healthcare Practitioner and Technical](#)
- [Healthcare Support](#)
- [Installation, Maintenance, and Repair](#)
- [Legal](#)
- [Life, Physical, and Social Science](#)
- [Management](#)
- [Military Specific](#)
- [Office and Administrative Support](#)
- [Personal Care and Service](#)
- [Production](#)
- [Protective Service](#)
- [Sales and Related](#)
- [Transportation and Material Moving](#)

Send your e-mail inquiries to [O*NET Information \(onet@ncmail.net\)](mailto:onet@ncmail.net)


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This website complies with U.S. Section 508 guidelines.

You can click on an occupational group, on the right, or type in an occupation in the text field, on the left.

For example, if you were looking for “janitor”, you would click on the link for Building and Grounds Cleaning and Maintenance.

Occupational Menu Breakdown



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Code Connector

Occupational Information Network
Code Connector



To display the occupations within a SOC Family, click on the title or associated "+" to expand the list. To find information about an O*NET-SOC occupation, click on its title. To sort the data by O*NET-SOC code, click **sort by O*NET-SOC code**

- + [Architecture and Engineering](#)
- + [Arts, Design, Entertainment, Sports, and Media](#)
- [Building and Grounds Cleaning and Maintenance](#)
 - 37-2019.99 [Building Cleaning Workers, All Other](#)
 - 37-1012.02 [First-Line Supervisors and Manager/Supervisors - Landscaping Workers](#)
 - 37-1011.00 [First-Line Supervisors/Managers of Housekeeping and Janitorial Workers](#)
 - 37-1012.00 [First-Line Supervisors/Managers of Landscaping, Lawn Service, and Groundskeeping Workers](#)
 - 37-3019.99 [Grounds Maintenance Workers, All Other](#)
 - 37-1011.01 [Housekeeping Supervisors](#)
 - 37-1011.02 [Janitorial Supervisors](#)
 - 37-2011.00 [Janitors and Cleaners, Except Maids and Housekeeping Cleaners](#)
 - 37-3011.00 [Landscaping and Groundskeeping Workers](#)
 - 37-1012.01 [Lawn Service Managers](#)
 - 37-2012.00 [Maids and Housekeeping Cleaners](#)
 - 37-2021.00 [Pest Control Workers](#)
 - 37-3012.00 [Pesticide Handlers, Sprayers, and Applicators, Vegetation](#)
 - 37-3013.00 [Tree Trimmers and Pruners](#)
- + [Business and Financial Operations](#)
- + [Community and Social Services](#)

The Building and Grounds Cleaning and Maintenance group is broken down into a more detailed list.

To find the information for “janitor”, click on the link for Janitors and Cleaners, Except Maids and Housekeeping Cleaners (8th one down on the indented list).

Detailed Information for “Janitor”



Janitors and Cleaners, Except Maids and Housekeeping Cleaners - 37-2011.00 [coding assistance](#)

O*NET SOC Description	Tasks
<p>Keep buildings in clean and orderly condition. Perform heavy cleaning duties, such as cleaning floors, shampooing rugs, washing walls and glass, and removing rubbish. Duties may include tending furnace and boiler, performing routine maintenance activities, notifying management of need for repairs, and cleaning snow or debris from sidewalk.</p> <p>DOT Titles Included in this O*NET SOC Code</p> <ul style="list-style-type: none">• Change-House Attendant• Chimney Sweep• Cleaner, Commercial or Institutional• Cleaner, Home Restoration Service• Cleaner, Industrial• Cleaner, Laboratory Equipment• Cleaner, Wall• Cleaner, Window• Janitor• Multi-Story Window/Building Exterior Cleaner	<ul style="list-style-type: none">• Clean and polish furniture and fixtures.• Clean and restore building interiors damaged by fire, smoke, or water, using commercial cleaning equipment.• Clean building floors by sweeping, mopping, scrubbing, or vacuuming them.• Clean chimneys, flues, and connecting pipes, using power and hand tools.• Clean laboratory equipment, such as glassware and metal instruments, using solvents, brushes, rags, and power cleaning equipment.• Clean windows, glass partitions, and mirrors, using soapy water or other cleaners, sponges, and squeegees.• Drive vehicles required to perform or travel to cleaning work, including vans, industrial trucks, or industrial vacuum cleaners.• Dust furniture, walls, machines, and equipment.• Follow procedures for the use of chemical cleaners and power equipment, in order to prevent damage to floors and fixtures.

Detailed information is displayed for the janitor occupation.

The information can be copied and pasted from O*Net Connector to the job order, then edited to fit your situation.

O*Net is an excellent source of information for developing job descriptions because it describes the *job*, not the *person*.

Keyword Search



Keyword Search

Enter a word, phrase, or title to search for an O*NET-SOC occupation:

To narrow or broaden the scope of your search, you may wish to experiment with the word, phrase, or title you submit. Our list of alternate occupational or job titles is updated periodically to better reflect the world of work. Search results may vary over time as a result.

[New to O*NET Code Connector?](#)



Occupational Menu

- [Architecture and Engineering](#)
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- [Community and Social Services](#)
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- [Construction and Extraction](#)
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- [Food Preparation and Serving Related](#)
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- [Healthcare Support](#)
- [Installation, Maintenance, and Repair](#)
- [Legal](#)
- [Life, Physical, and Social Science](#)
- [Management](#)
- [Military Specific](#)
- [Office and Administrative Support](#)
- [Personal Care and Service](#)
- [Production](#)
- [Protective Service](#)
- [Sales and Related](#)
- [Transportation and Material Moving](#)

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To search by keyword, type the name (or a portion of the name) of the job title in the Keyword Search field, then click on the Search button.

Keyword Search Results



Occupational Information Network Code Connector

Search Results for **janitor**

Occupations are ranked based on how well they matched the keyword. The table below also indicates whether the keyword was found in the title, lay titles, description, tasks, or detailed work activities of each occupation. To find information about an occupation, click on its title.

Score	Occupation	O*NET SOC Code	O*NET SOC Title	Lay Titles	O*NET SOC Description	O*NET SOC Tasks	Detailed Work Activities
100	Janitorial Supervisors	37-1011.02	✓	✓	✓	✓ x4	
67	Janitors and Cleaners, Except Maids and Housekeeping Cleaners	37-2011.00	✓	✓			
45	First-Line Supervisors/Managers of Housekeeping and Janitorial Workers	37-1011.00	✓				
5	Private Sector Executives	11-1011.02				✓ x1	

A list of matches will be displayed. Click on the link (under Occupations) for the occupation that you think most closely matches what you are looking for.

Detailed Information for “Janitor”



Occupational Information Network Code Connector

Janitors and Cleaners, Except Maids and Housekeeping Cleaners - 37-2011.00 [coding assistance](#)

O*NET SOC Description

Keep buildings in clean and orderly condition. Perform heavy cleaning duties, such as cleaning floors, shampooing rugs, washing walls and glass, and removing rubbish. Duties may include tending furnace and boiler, performing routine maintenance activities, notifying management of need for repairs, and cleaning snow or debris from sidewalk.

DOT Titles Included in this O*NET SOC Code

- Change-House Attendant
- Chimney Sweep
- Cleaner, Commercial or Institutional
- Cleaner, Home Restoration Service
- Cleaner, Industrial
- Cleaner, Laboratory Equipment
- Cleaner, Wall
- Cleaner, Window
- Janitor
- Multi-Story Window/Building Exterior Cleaner

Tasks

- Clean and polish furniture and fixtures.
- Clean and restore building interiors damaged by fire, smoke, or water, using commercial cleaning equipment.
- Clean building floors by sweeping, mopping, scrubbing, or vacuuming them.
- Clean chimneys, flues, and connecting pipes, using power and hand tools.
- Clean laboratory equipment, such as glassware and metal instruments, using solvents, brushes, rags, and power cleaning equipment.
- Clean windows, glass partitions, and mirrors, using soapy water or other cleaners, sponges, and squeegees.
- Drive vehicles required to perform or travel to cleaning work, including vans, industrial trucks, or industrial vacuum cleaners.
- Dust furniture, walls, machines, and equipment.
- Follow procedures for the use of chemical cleaners and power equipment, in order to prevent damage to floors and fixtures.

The detailed information for janitor will be displayed. This is the same screen that was displayed when using the Occupational Menu.

If you have questions or need assistance
with your job orders, using O*Net, or
other issues, contact your nearest
Wisconsin Job Center.

For the location nearest you, call
toll-free 888-258-9966,
or link to www.wisconsinjobcenter.org/directory.

